

## OIG HOTLINE POLICY

### MATERIAL TRANSMITTED

OIG POLICY 219

OIG HOTLINE POLICY


This policy and the related procedures govern operation of an Office of Inspector General (OIG) hotline to receive, review and refer complaints alleging fraud, waste, abuse, mismanagement or criminal activity in programs and operations of the U.S. Environmental Protection Agency and the U.S. Chemical Safety and Hazard Investigation Board (CSB). In the addition, the hotline receives complaints and allegations that may improve the economy, efficiency and effectiveness of agency programs and prevent fraud, waste and mismanagement. The hotline is managed by the Office of Investigations. Implementing procedures can be found in OIG Procedure 219, dated July 17, 2014.

This policy is being revised to:

- Convert the old policy into the new policy and procedures format.
- Transfer primary responsibility for the operations and management of the OIG hotline to the Assistant Inspector General for Investigations.
- Include the CSB.

### FILING INSTRUCTIONS

Replace Policy 610, *OIG Hotline Policy*, dated 12/28/2005.

  
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Inspector General  
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## SECTION 1. INTRODUCTION

- 1.1 POLICY STATEMENT. The Office of Inspector General (OIG) will maintain an open and accessible line of communication—a hotline—for all complaints of fraud, waste, abuse and mismanagement involving U.S. Environmental Protection Agency (EPA) and U.S. Chemical Safety and Hazard Investigation Board (CSB) programs, allegations of employee or other misconduct, or criminal activity associated with EPA and CSB programs and operations. The OIG hotline will also serve as the contact method for complainants, whistleblowers and the public. The Assistant Inspector General for Investigations will be responsible for implementing overall policy regarding the management and operation of the hotline. Assistant Inspectors General decide on the appropriate handling of complaints referred to them in accordance with OIG Procedure 219 and will notify the Office of Investigations of the results and disposition.

The hotline receives complaints and concerns on EPA or non-EPA matters that do not necessarily pertain to fraud, waste and abuse. The hotline evaluates these types of complaints and concerns and they are referred appropriately. In addition, telephone callers to the hotline are provided appropriate telephone numbers for matters that are not under the purview of the EPA OIG.

- 1.2 BACKGROUND. This policy governs the operation of a hotline to receive complaints alleging fraud, waste, abuse, mismanagement and criminal activity from the EPA and CSB, other government employees, contractors, grantees and members of the public.
- 1.3 AUTHORITY AND REFERENCES.
- a. Inspector General Act of 1978, as amended 5 U.S.C. Appendix 3.
  - b. 5 U.S.C. 552a, *Privacy Act*.
  - c. 44 U.S.C. Chapter 33, *Disposal of Records*.
  - d. 5 CFR Part 2635, *Standards of Ethical Conduct for Employees of the Executive Branch*.
  - e. Whistleblower Protection Act of 2012.
  - f. OIG Policy 103, *Coordinating Audits, Evaluations, and Investigations Among OIG Offices*.
  - g. OIG Policy 206, *Case Administration*.
  - h. OIG Policy 503, *Allegations Against OIG Employees*.
  - i. OIG Policy 420, *Records Management Policy*.